

# **CURRICULUM VITAE**

**Ms. LINDA ROUX**

**South Africa Identity**

**Number: 590808 0098 089**

**BMW Group South Africa**

**Manager: Occupational  
Health and Safety**

**PERSONAL INFORMATION**

**Date of Birth:** 08 August 1959

**Race:** White

**Gender:** Female

**Marital Status:** Single

**Nationality:** South African

**Home Address:** No 12 Villa Serene  
Serene Street  
Garsfontein  
Pretoria  
South Africa

**Languages:** English and Afrikaans

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## **Formal Education:**

### **Grade 12:**

Vredenburg High School Western Cape passed with University Exemption 1977

### **Pretoria College of Nursing: 1978 to 1993**

Diploma in General Nursing

Diploma in Midwifery

Diploma in Occupational Health

Diploma in Community Health

### **NOSA Safety Academy Pretoria 1996 - 1998**

National Diploma Occupational Health and Safety Management (Cum Laude)

### **Technicon South Africa (underwritten by University of South Africa) 1999 - 2001**

B Tech Degree in Occupational Safety and Risk Management

## **Additional SHEQ Courses**

Job Safety Analysis – 17/10/1996

Auditors training Course (Legal Compliance) 01/09/1997 – 05/09/1997

Integrated Auditor Course (ISO 14001, ISO9001 and OHSAS 18001) – 21-25/01/ 2013

Basic Principles of Occupational Hygiene – 20-21/10/ 1994

Advanced Health and Safety Training (AHSTRAC) – 15-17/10/1994

In depth Occupational Health and Safety Act and Regulations (3 Weeks) 08/05/2017 – 23/06/2017

Major Hazard Installations – 04/11/1998

Ultimate SHE Practitioner – 17-21/11/2003

Construction Regulations- 14-15/09/2016

Safety, Health and Environmental Management Systems – 10-14/02/2014 and 12-16/05/2014

Hazardous Chemical Substances Regulations – 12/08/1997

Legal Update Seminar on Occupational Health and Safety Act – 28/02/2006 and 28/10/2004

Basic Ambulance Attendant – 3 months training course completed 09/09/2003 registered with the South African Health Professional Council

First Aid Instructor Course – Jan – Feb 1995

HIV/AIDS Peer Educator – 26/04/2010

Construction Safety Course (IRCON) – completed in 2006 (unfortunately I cannot find the certificate)

Ergomax Ergonomic Risk Auditor – 28/01/2013 and 26/04/2013

ISO 45001 Lead Auditor Course (PECB) 25 – 29 June 2018

Advanced Auditing Techniques (PECB) 22 – 24 May 2018

ISO 45001 Transition Course (PECB) 10-12/12/2017

ISO 45001 Implementation Course (EOH Legal Services) 03-05/10/2018

ISO 9001 and ISO 14001 Awareness TUV – 10-11/04/2017

Occupational Hygiene Introductory Course – 10/07/1991-16/10/1991

Occupational Health and Safety Act, 85 of 1993 Approach – 25/06/1999

Occupational Health Practical Skills Workshop – 03/05/1995

Risk Assessment Course – 07/12/2007

Supervisor Safety Training Course – 10/07/1991 – 21/08/1991

Confined Space Entry Course – 27/10/1997

NOSA Safety Systems – 13/10/1997

Fall Protection and fall rescue – October 2009

Introduction to SAMTRAC – 06/10/2010 – 08/10/2010

SAMTRAC – 07/02/2011 – 18/02/2011

### **Computer Literacy**

Microsoft Word

Microsoft Excel

Windows 10

Power Point Presentations

Microsoft Outlook

### **Nursing Employment**

Since commencing my employment in the private sector in 1990, I have been working in Private Hospitals on a part time overtime basis. Up until 2017 I have been working in

Intensive Care at a Private Hospital in Pretoria through a nursing agency. On completion of my Nursing Qualifications I worked in various hospitals in General Wards, Surgery wards, Medical Wards, Psychiatric Wards, Intensive care, Emergency Department, Theatre, Paediatrics and Maternity Wards.

I worked at 1 Military Hospital during and on completion of my Midwifery Diploma and I was a Lieutenant in the South African Medical Corps. I left my Nursing career at the end of 1989 when I accepted a 12-month temporary relieve contract position at Cullinan Refractories.

### **Employment History**

**Company:** Cullinan Refractories Olifantsfontein Pretoria

**Industry:** Preparing concrete material, bricks and blocks through a refinery process for use in furnaces, kilns, incinerators and reactors

**Period:** January 1990 to December 1990 (1 year)

**Position:** Occupational Health Professional

**Reason for Leaving:** End of Contract

I am registered as a Qualified Nursing Professional with Midwifery, Occupational Health and Community Health and I am still maintaining my professional registration with the South African Nursing Council.

### **Responsibilities:**

- Day to day administration of the Occupational Health Medical Facility
- Administering Primary Health Care to all employees and contractors
- Providing a full Occupational Health Care service including Pre-employment medical examinations, periodic medical surveillance, and exit medicals through a comprehensive Medical Surveillance Program
- Attending to and administration of all Injuries on Duty as well as the reporting of injuries to the Local Authorities, Compensation Commissioner and Department of Labour
- Dispensing of medication as required
- Liaising with the Occupational Health Practitioner regarding referrals.
- Participating in Occupational Health and Safety Audits
- Participating in Department of Labour Investigations
- Participating in External Health and Safety Audits
- Compiling monthly, quarterly and annual management reports pertaining to medical statistical information

**Company:** South African Mint Company

**Industry:** Manufacturing of South African Currency

**Period:** January 1991 to June 2004 (13 years 5 months)

**Position:** Occupational Safety, Risk and Occupational Health Manager

**Reason for Leaving:** Seeking to obtain more experience

**Responsibilities:**

- From 1991 to 1993 I was employed as the Occupational Health Professional charged with the responsibilities of managing the Occupational Health Care Facility. In 1994 I was offered the position of Manager: Occupational Safety, Risk, and Occupational Health.
- Managing the total Environmental, Risk, Occupational Health and Safety budget.
- Implementing and maintaining a comprehensive Occupational Health, safety and Environmental Management System to conform to Legal Requirements, NOSA System requirements and International Standards.
- Ensuring the effectiveness and maintain all legal appointments as current.
- Conducting internal training for First Aiders, Health and Safety Representatives and management on Legal Liability.
- Compiling policies, Standards and Guidelines to support the Management System.
- Conducting Health, Safety and Environmental Audits on a monthly basis throughout the whole facility.
- Ensuring that annual External Health, safety and Environmental Audits are conducted and participating in such audits.
- Management of Contractors in terms of the Construction Regulations.
- Management of Incident reporting, recording and investigations.
- Participate in external Health and Safety Forums as a member of the National Institute for Occupational Safety and Health Professionals.
- Control and issuing of all Personal Protective Equipment.
- Co-ordinate all machinery related internal and external legal required inspections and testing.
- Management of all Compensation for Occupational Injuries and Diseases cases and liaising with the respective external Governmental institutions e.g. The Department of Labour and The Compensation Commissioner.
- Overall responsibility for ensuring an effective and sustainable Hazard Identification and Risk Assessment System.
- Co-ordinating all legally and other required Health, safety and Environmental training.

- Reporting to SA Mint Senior Management on a monthly basis through formal reports and statistical data.
- Reporting the South African Reserve Bank Risk Manager on a monthly basis and submitting formal reports.
- Chairperson of the SA Mint Health and Safety Committee.
- Establish, train and ensure effectiveness of the SA Mint Prototeam.
- Develop and implement in co-ordination with the SA Reserve Bank a Business Continuity Plan for the SA Mint Company.

**Company:** Kelvin Power Station

**Industry:** Mining/Electricity Generation

**Period:** July 2004 to December 2004 (5 months)

**Position:** Senior Safety Officer

**Reason for Leaving:** End of Contract

Kelvin Power Station is an Independent Electricity Generator for the City of Johannesburg. During the above mentioned period the Power Station was under major renovation and construction and I was employed to oversee the Occupational Safety and Construction Project. The construction project was completed at the end of December 2004 and the Senior Safety officer position was filled by Kelvin Power Station from their mother company in America.

**Responsibilities:**

- Contractor Management and ensuring compliance to the Construction Regulations.
- Managing the overall Occupational Health, Safety and Environmental Management System. Ensuring improvement, implementation and sustainability of the HSE Management System.
- Conducting monthly Health, Safety and Environmental Internal Audits.
- Conducting monthly compliance audits on all Contractors.
- Managing Occupational Injuries in terms of reporting, recording and investigations.
- Management of all Occupational Diseases in terms of the requirements of the Compensation for Occupational Injuries and Diseases Act.(130 of 1993)
- Comply and present monthly Health, safety and Environmental reports to senior management.
- Comply monthly reports on the status of construction projects and contractor management and present these to senior management.
- Chairperson of the Health and Safety Committee.

**Company:** Avery Dennison  
**Industry:** Manufacturing of Food Packaging Material  
**Period:** December 2004 to November 2005 (9 months)  
**Position:** Occupational Health and Safety Manager  
**Reason for Leaving:** Major changes and re-structuring of the Company

**Responsibilities:**

- Continual development, implementation and sustainability of the Occupational Health and Safety Management System.
- Ensuring compliance in terms of HACCP Food Safety Standards and maintaining, and implementing the HACCP Food Management System.
- Conducting monthly Health, Safety, Environmental and HACCP Audits.
- Direct reporting to senior management in terms of the status of the Management Systems and submitting formal reports and statistical data.
- Implementing a Legal Compliance System in terms of the Occupational Health and Safety Act, 85 of 1993.
- Management of all injuries on duty in terms of reporting, recording and investigation.
- Liaising with external parties in terms of Compliance Audits, Incident reporting and Occupational Disease reporting.
- Liaising with external parties with regards to waste management, fire and emergency protection, machinery safety and pest control.
- Co-ordinating the Security Services through an external service provider.
- Managing the complete Health, safety, Environment and HACCPM Budget.
- Chairperson of the Health and Safety Committee.
- Management of all contractors in terms of the requirements of the Construction Regulations.
- Co-ordinating external compliance audits in terms of Occupational health and Safety and HACCP standards and legal requirements.

**Company:** Gold Reef City Entertainment Park  
**Industry:** Entertainment/Theme Park  
**Period:** December 2005 to May 2007 (1 year 5 months)  
**Position:** Compliance Manager  
**Reason for leaving:** Offered a position by BMW South Africa

**Responsibilities:**



- Overall responsible for developing, implementing, measuring and maintaining an Occupational Health, safety and Environmental Management System to ensure Legal Compliance and ensure all aspects of Public Liability is addressed in terms of Hazard identification and Risk Assessment.
- Facilitating training to ensure the effectiveness of the HSE Management System.
- Conducting monthly HSE Internal audits, compiling reports and reporting to senior management.
- Implementing a complete system to ensure effective contractor management for all contractors and service providers on the premises.
- Conducting monthly audits on all contractors and suppliers, compiling audit reports and reporting to senior management.
- Management of all injuries on duty in terms of reporting, recording and investigation.
- Liaising with external parties such as the Department of Labour and the Compensation Commissioner.
- Management of all Occupational Diseases in terms of the requirements of the Compensation for Occupational Injuries and Diseases Act, 103 of 1993.
- Compiling monthly statistical reports for senior management.
- Ensuring compliance to machinery Safety regulations and auditing of the Planned Preventative Maintenance Schedule and being involved in the sign-off after maintenance is completed on all equipment within the Theme Park.
- Coordinating the Medical Surveillance Programme.
- Establishing a system for External Compliance Audits both in terms of Legal Compliance and Legislation applicable to the Entertainment Industry.
- Compiling Policies, procedures and Standards to enhance the overall HSE Management System.
- Commenced with a Management Review System where Key Performance Indicators were identified and measured on a 6 monthly basis and involving senior management in the Management Review.

In March 2007 I was approached by BMW South Africa where I was offered a position in their Occupational Health and Safety Department.

**Company:** BMW South Africa Plant Rosslyn

**Industry:** Motor Manufacturing

**Period:** June 2007 to March 2008 (9 months)

**Position:** Integrated Management System Representative

**Reason for leaving:** Recruited by Roshcon Civil Engineering

**Responsibilities:**

- Acted as an interface between the Logistics Department representing Occupational Health and Safety within the Integrated Management System (Health, Safety, Environment and Quality).
- Responsible for all Integrated Management System (IMS) requirements,
- Conduct monthly internal departmental SHEQ audits and informal inspections on a weekly basis.
- Attend Health and safety Committee meetings as an Ad Hoc Member in an advisory capacity.
- Conduct Hazard Identifications and Risk Assessments and maintain a comprehensive Risk Register.
- Analyse information received from incident investigations and Near Miss reports and conclude a trend analysis and formulate action plans to mitigate the hazards.
- Capture all audits whether internal or external into the BMW Group Audit programme. Follow up on root causes and sustainable actions.
- Promote IMS performance as a corporate value by raising awareness and constant communication of SHEQ related information to the management team.
- Implementing and reviewing relevant IMS Procedures and Standards.
- Conducting internal training on Legal Liability, Procedures, Site Standards and Risk Assessments.
- Performing monthly Quality Process Audits throughout the Logistical Department.
- Responsible for the coordination of the purchasing, storage and distribution of Hazardous Chemical Substances from the Main Chemical Store.
- Coordinate the functions of the main Consumable Store in terms of assessing emergency equipment and Personal Protective Equipment supplied to employees.
- Compiling monthly statistical reports and analysis and submitting and presenting to senior management.
- Participating and coordinating all incident recording, investigation and reporting.
- Participating in Internal BMW SA Plant Rosslyn Annual Audits and Annual External Audits conducted by the BMW Group Auditors from Germany as well as the Certification and Surveillance Audits for ISO 14000, ISO 9000 and OHSAS 18000.
- Participating in annual external Legal Compliance Audits.

At the beginning of 2008, my Manager at BMW left for a position in Construction and I was approached by him to accept a position at Roshcon Civil Engineering as a Senior SHEQ Officer on the Kusile Power Station project.

**Company:** Roshcon

**Industry:** Construction

**Period:** April 2008 to July 2009 (1 year 3 months)

**Reason for leaving:** Offered a position by Group Five Civil Engineering

**Responsibilities:**

- The administration, development, implementation and maintaining of a comprehensive SHEQ Management System.
- Conducting internal as well as Contractor audits on the construction site, formally on a monthly basis and ad hoc audits on a weekly basis. There were approximately 380 Contractors on the construction site.
- Management of all Contractors on site including the approval of Health and Safety Plans and safety Files.
- Management of approximately 7 Health and Safety Officers who reported directly to myself.
- Conducting Incident Investigations and ensuring compliance to reporting, recording and investigations.
- Implement and manage a Medical Surveillance Programme.
- Liaising with external parties including Eskom, Black and Veatch, Department of Labour and the Compensation Commissioner.
- Conduct Occupational Health and Hygiene inspections and ensuring that bi-annual Approved Inspection Authorities conduct Occupational Health and Hygiene Surveys. Analysis of these reports and ensuring corrective action plans are compiled and actions successfully implemented.
- Compiling monthly SHEQ reports and statistical analysis and presenting these to senior management.
- Management Representative on the Kusile Health and Safety Committee.

**Company:** Group Five Civil Engineering

**Industry:** Construction

**Period:** August 2009 to May 2011 (1 year 9 months)

**Position:** Senior SHEQ Officer

**Reason for leaving:** Offered a position by Murray and Roberts Construction

At the end of July 2009 the Kusile Roshcon Earthworks project was reaching its final stages and I was approached by Group Five Civil Engineering to accept a position as a Senior SHEQ Officer whilst remaining at Kusile Power Station.

In August 2010 I was seconded to the Sasol Secunda plant to take over as Senior Safety Officer for a project which involved the building of a gas reformer.

During my employment at Group Five my responsibilities remained within the scope as listed above. I was responsible for all internal and external audits and participated in the SHEQ, OHSAS 18001 and ISO 14001 external audits conducted by Sasol Secunda and the Client, Linde Construction.

On completion of the Group Five project at Kusile Power Station I was offered a position by Murray and Roberts on the Kusile Power Station project as their Senior HSE Auditor and Health and Safety Practitioner.

**Company:** Murray and Roberts

**Industry:** Construction

**Period:** June 2011 to February 2012 (8 months)

**Position:** Lead HSE Auditor and Senior Health and Safety Practitioner

**Reason for leaving:** Offered a permanent position at TWP Consulting Engineers (Worley Parsons)

**Responsibilities:**

- Examine, measure, monitor, sample and arrange for analysis to determine the acceptability of the work place with regards to Occupational Hygiene Stressors e.g. noise, dust, fumes, illumination, noise and chemical exposure.
- Verify that all Hazardous Chemical Substances are identified, controlled and that Material Safety Data Sheets are available.
- Report, investigate and ensure that investigations are conducted for all Injuries on Duty and Occupational Diseases.
- Identify potential exposures to Occupational Hygiene Stressors and make recommendations to ensure sustainable actions are taken and implemented.
- Provide an advisory service to senior management regarding Occupational Health and Hygiene management.
- Implement and coordinate a Medical Surveillance Program.
- Interpret and compile an action plan on all Medical Surveillance results.
- Prepare and conduct Occupational health and Hygiene related in-house training.
- Liaise with external bodies such as the Department of Labour, the Compensation Commissioner and Health and Safety Professional Organisations (SAIOH).
- Perform monthly Occupational Health, Hygiene and Safety audits, compile audit reports and ensure sustainable actions are taken.
- Compile monthly Occupational Health, safety and Hygiene reports and statistics and present to senior management.
- Conduct OHSAS 18001, ISO 1400 and ISO 9001 Audits for Murray and Roberts and all contractors (approximately 45 contractors on the project).
- Conduct internal legal compliance audits on compliance to the Occupational health and Safety Act, 85 of 1993.
- Review and approve all contractor safety plans and safety files.

**Company:** TWP Consulting Engineers  
**Industry:** Mining  
**Period:** February 2012 to February 2013 (1 year)  
**Position:** Lead Auditor Mine Health and Safety Act and Legal Compliance, OHSAS 18001 Compliance  
**Reason for leaving:** Approached by BMW South Africa for permanent position

**Responsibilities:**

During my employment at TWP I was the lead auditor for all the platinum mines around the Rustenburg area and my main responsibility was to ensure compliance to the Mine Health and Safety Act as well as compliance to OHSAS 18001. I was the lead auditor with a team of 4 auditors.

I was also responsible for the development of Standards and Procedures applicable to ensure compliance throughout the company as well as for the Head Office in Sandton.

As part of my auditing function I was also responsible for auditing the head office in Sandton as well as the offices in Pietersburg.

I had to compile monthly audit reports to senior management at head office as well as to all the mine managers.

I also has to schedule legal compliance audits in terms of the Occupational health and Safety Act, 85 of 1993 and audit all the mines and offices including head office against compliance to OHSAS 18001:2007.

Whilst employed at TWP I was approached by one of my managers at Kusile Power Station and I was offered a permanent position as the Occupational Health and Safety Manager for BMW South Africa.

**Company:** BMW South Africa  
**Industry:** Motor Manufacturing  
**Period:** March 2013 to current (5 years 11 months)  
**Position:** Manager: Occupational Health and Safety  
**Responsibilities:**

- Act as an interface (support function) between the Occupational Health and Safety Department and all Technologies and Supporting Departments within BMW South Africa.
- Participate in Objective and Target setting process.
- Promote continuous improvement through implementation of the Integrated Management System requirements.
- Co-ordinate and participate in the risk assessment processes.
- Maintain all legal system appointments and training as current.
- Monitor and confirm legal inspections and checks required within the Integrated Management System are maintained as current.
- Develop, implement and maintain the Occupational Health and Safety System taking into account local legislation, International Standards (OHSAS 18001) as well as BMW Group requirements.
- Continuously drive initiatives to improve the BMW South Africa Occupational Health and Safety System Values.
- Maintain the Occupational Health and Safety Management System as current.
- Update the BMW SA Legal Database and communicate changes in legislation to all technologies and departments and make the required changes to all applicable documentation.
- Manage the Occupational Health, Medical Surveillance and Biological Monitoring programme.
- Manage all injuries on duty with specific emphasis on Section 24 Reportable Incidents. Conduct high level incident investigations on Reportable Incidents and communicate with the Department of Labour.
- Management of the Change Process within the company and keep the Change Management Database as current.
- Compile comprehensive statistical reports for BMW South Africa Plant Rosslyn, VDC, Midrand Head office and Financial Services and communicate these reports to BW Senior Management and Germany.
- Drive initiatives to continuously reduce work related incidents through communication and campaigns.
- Management of Contractor activities and actively take the lead in all shut down projects.
- Represent BMW South Africa on the various International Health and Safety Forums.
- Act as Lead Auditor in all internal OHSAS 18001 Audits as well as actively participating in all external audits e.g. Legal Compliance Audits, BMW Group Audits and Surveillance Audits.
- Follow up and ensure sustainable root causes and corrective actions of all audit findings and maintain the Audit Database.
- Conduct Legal Liability Training with all Senior Managers.

**INDUSTRY SECTOR AUDIT EXPERIENCE according to  
International Accreditation Forum (IAF):**

<b><i>Organisation Audited</i></b>	<b><i>Business Sector / Category</i></b>
South African Mint	<ul style="list-style-type: none"> <li>• Manufacturing</li> </ul>
Kelvin Power Station	<ul style="list-style-type: none"> <li>• Coal-based electricity generation</li> </ul>
Avery Dennison	<ul style="list-style-type: none"> <li>• Manufacturing of packaging for food industry</li> </ul>
Gold Reef City Entertainment Park	<ul style="list-style-type: none"> <li>• Entertainment and theme park</li> </ul>
BMW South Africa	<ul style="list-style-type: none"> <li>• Motor Manufacturing &amp; Spray painting</li> <li>• General mechanical engineering assembly</li> <li>• Clinic</li> <li>• Food Safety</li> </ul>
Roschon	<ul style="list-style-type: none"> <li>• Civil Construction</li> </ul>
Group Five Civil Engineering	<ul style="list-style-type: none"> <li>• Mining &amp; Quarrying</li> <li>• Civil Construction</li> </ul>
Murray & Roberts	<ul style="list-style-type: none"> <li>• Civil Construction</li> </ul>
TWP Consulting Engineers	<ul style="list-style-type: none"> <li>• Mining &amp; Quarrying</li> </ul>
Arengo Plastics	<ul style="list-style-type: none"> <li>• Food Packaging Manufacturing</li> </ul>
Medicross Saxby	<ul style="list-style-type: none"> <li>• Health Industry</li> </ul>

**REFERENCES**

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